Syed Ashir Ahsan

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Personal profile

Experienced multi-skills professional with more than 5 year of experience in the fields of sale and Office Work, customer care, and administration able to provide key analytical support to company's top management .ambitious and looking forward to playing a key role in significant field of business.

Education

Intermediate from board of intermediate education Karachi in 2017.
Matriculation (science) from board of secondary education in Karachi 2015.

Work Experience

Currently working as a Data Entry Operator in inno value Consult (UK Based) since 10-Mar-2018
Main duties performed:

- Dispatch orders for UK.
- Solve the issues of orders with vendor.
- Researching and obtaining further information for incomplete documents.
- Reviewing data for deficiencies or errors and correcting any incompatibilities if possible and check output.
- Handling enquiries from customers.
- Proof reading
- Send daily report to CEO.

Second work experience in Mahwin Engineering as Administrative Receptionist.

20-Nov-2017 to 5-Mar-2018
Main duties preformed:

- Scanning documents and printing files as required.
- Monitor and stock takes on regular basis to maintain accurate stocks.
- Preparing source data for computer entry.

First work experience in Pizza Point Call Center as Customer Service Representative
26-Aug-2017 to 5-Nov-2017
Main duties performed:

- Keep a record of every Order in efficient and timely manner.
- Managing the incoming data input, processing, acknowledging orders with customers and closing the work order.
- Train newbies.

Interpersonal

- Self-management
- Communication
- Professional

Computer literacy

- Microsoft Office
- Microsoft Nav
- Microsoft Outlook
- Diagnosed and fix basic issues of windows and hardware.

Hobbies and interests

Keep an eye on the international businesses and current affairs especially on the moves of competitors in the market to establish a healthy competition